



TRANSPORTATION SURVEYOR PARTY
CHIEF (CALTRANS)
OPEN, NON-PROMOTIONAL
CONTINUOUS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN
NON-PROMOTIONAL

Applications will be accepted on an open, non-promotional basis only.

HOW TO APPLY

Applications (STD 678) will be accepted on a continuous basis for testing. CANDIDATES ARE ELIGIBLE TO COMPETE ONLY ONCE IN ANY 12 MONTH PERIOD. CANDIDATES WHO HAVE LIST ELIGIBILITY MAY NOT REAPPLY FOR 12 MONTHS FROM THEIR ELIGIBILITY DATE. **FXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

FILE BY MAIL: Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

FILE IN PERSON: Department of Transportation
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227-7511

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.

REASONABLE
ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.

SALARY RANGE

\$5111 - \$6209

WRITTEN TEST DATE

Eligible candidates will be notified by mail approximately 10 days in advance of the written test date.

REQUIRED
IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the **written test date**. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM
QUALIFICATIONS

Possession of a valid California Land Surveyors' License. (A Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982 satisfies this requirement.) **and**

Either I

One year of experience in the California state service performing duties comparable to a Transportation Surveyor (Caltrans), Range D.

Or II

Two years of experience in the California state service performing duties equivalent to a Transportation Surveyor (Caltrans), Range C.

Or III

Two years of field or office experience performing duties equivalent to a Transportation Surveyor (Caltrans), Range D.

Or IV

Three years of field or office experience performing duties equivalent to a Transportation Surveyor (Caltrans), Range A, B, or C.

NOTE: Candidates must attach a copy of a valid Land Surveyors' License (or certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982) to application to be eligible to compete in the examination.

POSITION
DESCRIPTION

This is the first professional qualified supervisory level requiring licensing as a land surveyor. As a survey party chief over field crews, incumbents are assigned administrative supervision of professional and technical staff. Incumbents also perform a wide variety of difficult and complex professional surveying work and exercise independent professional judgment in responsible charge assignments.

EXAMINATION
INFORMATION

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.

WRITTEN TEST – WEIGHTED 100%

Scope:

A. Knowledge of:

1. Fundamental surveying, mathematics, and basic science as applied to surveying.
2. Methods of precise survey measuring.
3. Use and adjustment of precision surveying instruments.
4. Procedures, equipment, and materials used in surveying, including conventional and state of the art.
5. Mapping and drafting techniques.
6. Mathematics and procedures used in plane and geodetic surveying.
7. Computer applications and usage.
8. The California Coordinate System.
9. Code of Safe Surveying Practices.
10. Photogrammetric mapping procedures.
11. Principles and practices of boundary determination, land title research, and surveying.
12. Legal descriptions of real property.
13. Methods and terminology used in searching for land titles and factors involved in determining ownership of property.
14. Real property acquisition and mapping laws pertaining to public and private ownership of real property.

EXAMINATION
INFORMATION
(CONTINUED)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

15.

Monumentation of facilities.
16.

The Land Surveyors' Act.
17.

The Subdivision Map Act.
18.

Factors which influence the impact of departmental projects on property and basic net.
19.

Right of way engineering projects.
20.

Planning, design, construction, and right of way procedures and policies as they relate to surveys.
21.

Departmental plans, standards, policies, and procedures for planning, design, right of way, and construction as they relate to surveys.
22.

Methods, equipment, and materials used in surveying and mapping of State facilities.
23.

Computers and state-of-the-art surveying and related equipment.
24.

Principles of effective communication.
25.

Principles of effective personnel management and supervision.
26.

A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

B. Ability to:

1.

Perform the less complex field and office surveying work.
2.

Make precise survey measurements.
3.

Interpret legal descriptions of real property.
4.

Make and interpret the less difficult survey calculations.
5.

Apply and utilize the principles of the California Coordinate System.
6.

Research, analyze, check, and adjust survey data.
7.

Research and compile evidence and documentation for boundary determination.
8.

Assist in planning, directing, and coordinating the work of a group of survey or right of way engineering personnel.
9.

Do mapping and drafting.
10.

Analyze situations accurately and take effective action.
11.

Prepare clear and concise reports and correspondence.
12.

Write property descriptions and prepare legal land documents and descriptions.
13.

Operate precise surveying instruments (conventional and state of the art).
14.

Establish and maintain friendly, business-like relations with those contacted in the course of the work.
15.

Communicate effectively.
16.

Supervise the work of surveyors.
17.

Plan and direct the work of a survey party.
18.

Make necessary corrections and/or revisions to construction plans, under direction of the Resident Engineer, when required to meet field conditions and/or comply with policies and standards.
19.

Plan and direct the work of a staff engaged in field survey work.
20.

Plan and direct the work of a staff engaged in resolution of legal property descriptions.
21.

Prepare clear and comprehensive reports and technical correspondence.
22.

Review the work of others for compliance with legal requirements, policies, and specifications.
23.

Analyze situations accurately and adopt an effective course of action.
24.

Effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION	An open, non-promotional eligible list will be established for the Department of Transportation. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.
CAREER CREDITS	Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits. IF YOU RECEIVE VETERANS PREFERENCE POINTS, YOU CANNOT ALSO RECEIVE CAREER CREDITS.
VETERANS PREFERENCE POINTS	Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916)227-7511, three business days prior to the written test date if he/she has not received his/her notice.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

Veterans Preference: California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.